

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No

R3-70

2 Reason for Submission

Redescription

☒ New

Reestablishment

☐ Other

Explanation (Show any positions replaced)

3 Service

☐ Hdqtrs

☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

7. Fair Labor Standards Act

☒ Exempt

☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel

☐ Financial Disclosure

☒ Employment and

☐ Financial Interests

9 Subject to IA Action

☒ Yes

☐ No

10. Position Status

☒ Competitive

☐ Excepted (Specify in Remarks)

☐ SES (Gen)

☐ SES (CR)

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☒ 1-Non-

☐ Sensitive

☐ 3-Critical

☐ Sensitive

☐ 2-Noncritical

☐ Sensitive

☐ 4-Special

☐ Sensitive

13 Competitive Level Code

14 Agency Use

15 Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a U.S. Office of Per-  
sonnel Management

b Department, Agency  
or Establishment

Interdisciplinary Position

c Second Level  
Review

Fish &amp; Wildlife Biologist (94)

GS

401

9

d First Level Review

Fishery Biologist  
Wildlife Biologist

GS

482

9

JTW

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e Recommended by  
Supervisor or  
Initiating Office

16 Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment

Department of Interior

c Third Subdivision

a First Subdivision

U.S. Fish and Wildlife Service

d Fourth Subdivision

b Second Subdivision

Region 3

e Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a Typed Name and Title of Immediate Supervisor

b Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22 Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION R3-70

Position Classification Standard for GS-482/486  
TS-101, dated 1/91

Typed Name and Title of Official Taking Action

J.T. WESTBERG

Personnel Management Specialist

Signature

Date

4/27/92

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23 Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

marks

Full Performance Level:

Personnel Folder Copy

Supervisor's Copy

Employee's Copy

Classification Copy

25 Description of Major Duties and Responsibilities (See Attached)

## Interdisciplinary Position

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Fish and Wildlife Biologist, GS-401-09

Fishery Biologist, GS-482-09

Wildlife Biologist, GS-486-09

## Introduction

This is an interdisciplinary position. The incumbent serves as a Fish and Wildlife Biologist/Fishery Biologist and/or Wildlife Biologist in Fish and Wildlife Enhancement Region 3, U.S. Fish and Wildlife Service. Representative but not all inclusive duties of this position are illustrated by performance of any combination of the following:

## Major Duties:

- Plans and conducts investigations of moderate complexity to determine the impact of various land and water development projects upon the wildlife resources of an area.
- Reviews and reports on permit applications under the Corps of Engineers, Environmental Protection Agency or state permit programs.
- Plans and conducts inspections of existing projects of moderate complexity to insure that legal standards and other requirements are met and implemented in a manner most beneficial to wildlife resources.
- Conducts private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.
- Assists in the consultation process pursuant to Section 7 of the Endangered Species Act of 1973.
- Assists in preparing and reviewing biological implications of environment assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed actions on Federal projects.
- Assists in developing comprehensive wildlife management plans to insure preservation, protection, and enhancement of wildlife and wildlife habitat for a geographic area having a variety of habitat conditions. This requires the ability to develop, coordinate, or review plans that may encompass any and all programs that affect wildlife and its habitat conditions including, but not limited to, fire management, moist soil management, cooperative farming, wetland management, water quantity/quality, timber/forestry, or grassland management and/or restoration.

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- Assists in developing, directing, and ensuring completion of program objectives and associated documentation on a continuing basis in accordance with established program directives. Conducts on-going analysis of program and analyzes results of special studies or special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination or improvement of operations and program plans.
- Helps gather, organize and interpret biological, ecological, pathological, public use or other pertinent information to insure management plans are current. Assists with implementation of management plans, studies and investigations required for species propagation/production, resource protection, ecological factors, public information, and other aspects of natural resource management.
- Reviews new or proposed legislation or regulations, and provides comments on their impact on Natural Resource Management.
- Responds to written, telephone and in-person inquiries from the public and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and Departmental policy.
- Performs data analysis and writes reports to evaluate findings and make broad recommendations.
- Attends public meetings and hearings to discuss proposed or existing development projects.
- Trains lower grade professional or nonprofessional personnel.
- Prepares or guides the preparation of correspondence pertaining to technical aspects of work.

### Factors:

#### 1. Knowledge Required by the Position:

- Professional knowledge and experience in wildlife biology and a working familiarity with related disciplines in order to determine the effects of land and water development projects on the wildlife resources of an area.
- Knowledge of agricultural and engineering terms, data, structures, facilities and procedures to work with professionals and technicians in those fields.

- Knowledge of environmental laws, executive orders, regulations, and policies so as to ensure that legal standards are met in the review of water resource development projects.
- Skill in making close observations to study effects on wildlife habitat and to recognize problems, draw sound conclusions on basis of observations, and prepare reports for technical and administrative use.
- Skill in applying and adapting established biological, agricultural or ecological procedures and techniques and in exercising independent judgement in order to make day-to-day decisions.
- Skill in verbal and written communications including skill in presenting data and its analysis, and to write objective reports requiring a minimum of review and editing.
- Skill in mathematics and statistics to perform data analysis.
- Skill in planning and originating sound plans, procedures, and schedules.
- Skill in operating small motorized watercraft.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

The Supervisor outlines assignments in general terms, specifying objectives and end results. The incumbent is expected to plan and carry out the assignments independently in accordance with proven techniques, methods, practices, and previous experience. A higher-graded employee is available to discuss unusual or controversial problems. Supervisor spot-checks work in progress and reviews completed work for general adequacy and completeness.

3. Guidelines:

Well defined guidelines are available in the form of land and water development manuals, administrative manuals, the statutory provisions of applicable legislation, precedent reports, various journals, and papers, policy memorandum, etc. Incumbent uses judgment to select, apply and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity:

The incumbent plans, conducts and reports on investigations to determine the effect of land and water development projects on the fish and wildlife resources of an area, and makes broad recommendations concerning these projects. Assignments are of moderate complexity and the factors to be considered vary with each assignment. Incumbent must select and interpret appropriate methods from a broad range of standard techniques and procedures when formulating specific work plans. Incumbent must use judgment to insure that the tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect:

The purpose of the work is to determine the impact of land and water development projects on the fish and wildlife resources of an area. Work affects the efficiency of the unit and also may affect the activities of land and water development agencies.

6. Personal Contacts:

Contacts are with professionals and technicians in the fields of engineering, biology, land and water development agencies, Federal and state agencies, private landowners, and the general public.

7. Purpose of Contacts:

Contacts are for training and inspecting the work of others, conducting field investigations, explaining conservation or use requirements, monitoring activities, establishing cooperative relationships, and stimulating interest in ecology.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

Interdisciplinary Position

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A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and wear uniform components within Class \_\_\_\_ and \_\_\_\_.